

CON Task Force General Membership Final Report Preparation Schedule

DAY	DATE	ACTIVITY (see instructions and legend at end of schedule for more information on colors and codes below)
Mon.	05/29	HOLIDAY
Tues.	05/30	--
Wed.	05/31	ISSUE: <i>Draft Background</i>
Thur.	06/01	--
Fri.	06/02	COMMENTS DUE: <i>Draft Background</i>
Mon.	06/05	--
Tues.	06/06	--
Wed.	06/07	--
Thur.	06/08	SPECIAL TAC MEETING re: JLARC report & related questions
Fri.	06/09	TF CONFERENCE CALL (opt.): <i>Draft Background</i>
Mon.	06/12	--
Tues.	06/13	--
Wed.	06/14	TF CONFERENCE CALL: JLARC report & other questions
Thur.	06/15	ISSUE: <i>Draft Purpose & Goals</i>
Fri.	06/16	--
Mon.	06/19	COMMENTS DUE: <i>Draft Purpose & Goals</i>
Tues.	06/20	--
Wed.	06/21	--
Thur.	06/22	--
Fri.	06/23	STAFF FINALIZE & DISTRIBUTE: <i>Background</i>
Mon.	06/26	TF CONFERENCE CALL (opt.): <i>Draft Purpose & Goals</i>
Tues.	06/27	--
Wed.	06/28	TF MEETING re: <i>Administration and Implementation current CON program</i>
Thur.	06/29	--
Fri.	06/30	--
Mon.	07/03	--
Tues.	07/04	HOLIDAY
Wed.	07/05	ISSUE: <i>Draft General Criteria</i>

Thur.	07/06	--	
Fri.	07/07		COMMENTS DUE: <i>General Criteria</i>
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Mon.	07/10	--	
Tues.	07/11		STAFF FINALIZE & DISTRIBUTE: <i>Purpose & Goals</i>
Wed.	07/12	--	
Thur.	07/13	--	
Fri.	07/14		TF CONFERENCE CALL (opt.): <i>General Criteria</i>
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Mon.	07/17		ISSUE: <i>Draft Scope of Coverage</i>
Tues.	07/18	--	
Wed.	07/19		COMMENTS DUE: <i>Scope of Coverage</i>
Thur.	07/20	--	
Fri.	07/21	--	
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Mon.	07/24	--	
Tues.	07/25	--	
Wed.	07/26		TF CONFERENCE CALL (opt.): <i>Scope of Coverage</i>
			STAFF FINALIZE & DISTRIBUTE: <i>General Criteria</i>
Thur.	07/27		ISSUE: <i>Draft Facility/Service Specific Policies</i>
Fri.	07/28	--	
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Mon.	07/31		COMMENTS DUE: <i>Draft Facility/Service Specific Policies</i>
Tue.	08/01	--	
Wed.	08/02	--	
Thur.	08/03	--	
Fri.	08/04		ISSUE: <i>Draft Monitoring</i>
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Mon.	08/07		TF CONFERENCE CALL (opt.): <i>Draft Facility/Service Specific Policies</i>
			STAFF FINALIZE & DISTRIBUTE: <i>Scope of Coverage</i>
Tues.	08/08		COMMENTS DUE: <i>Draft Monitoring</i>
Wed.	08/09	--	
Thur.	08/10	--	
Fri.	08/11	--	
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Mon.	08/14	--	

Tues.	08/15		TF CONFERENCE CALL (opt.): <i>Draft Monitoring</i>
Wed.	08/16	--	
Thur.	08/17		ISSUE: <i>Draft Administration & Implementation of CON Program</i>
Fri.	08/18	--	
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Mon.	08/21		COMMENTS DUE: <i>Draft Administration & Implementation of CON Program</i>
			STAFF FINALIZE & DISTRIBUTE: <i>Facility/Service Specific Policies</i>
Tues.	08/22	--	
Wed.	08/23	--	
Thur.	08/24	--	
Fri.	08/25		STAFF FINALIZE & DISTRIBUTE: <i>Monitoring</i>
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Mon.	08/28		TF CONFERENCE CALL (opt.): <i>Draft Administration & Implementation of CON Program</i>
Tues.	08/29		ISSUE: <i>Draft Other</i>
Wed.	08/30	--	
Thur.	08/31		COMMENTS DUE: <i>Draft Other</i>
Fri.	09/01	--	
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Mon.	09/05		HOLIDAY
Tues.	09/06	--	
Wed.	09/07	--	
Thur.	09/08	--	
Fri.	09/09		TF CONFERENCE CALL (opt.): <i>Draft Other</i>
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Mon.	09/11		STAFF FINALIZE & DISTRIBUTE: <i>Admin. & Implement. of CON Program</i>
Tues.	09/12		ISSUE: <i>Draft Executive Summary</i>
Wed.	09/13	--	
Thur.	09/14		COMMENTS DUE: <i>Draft Executive Summary</i>
Fri.	09/15	--	
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Mon.	09/18	--	
Tues.	09/19	--	
Wed.	09/20		TF MEETING: <i>Draft Executive Summary</i> (initial agenda item for TF mtg.) and TF MEETING: REVIEW/APPROVE: <i>DRAFT FINAL REPORT</i>
			STAFF FINALIZE & DISTRIBUTE: <i>Other</i>
Thur.	09/21	--	
Fri.	09/22	--	

Mon.	09/25		MEMBER ATTACHMENTS DUE
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Tues.	09/26	--	
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Wed.	09/27	--	
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Thur.	09/28	--	
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Fri.	09/29	--	
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Mon.	10/02	--	
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Tues.	10/03	--	
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Wed.	10/04	--	
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Thur.	10/05	--	
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Fri.	10/06	--	
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Mon.	10/09	--	
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Tues.	10/10		STAFF SUBMIT: <i>FINAL REPORT</i> to OFM
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Wed.	10/11	--	
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Thur.	10/12	--	
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Fri.	10/13	--	
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Mon.	10/16	--	
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Tues.	10/17	--	
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Wed.	10/18	--	
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Thur.	10/19	--	
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Fri.	10/20	--	
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Mon.	10/23	--	
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Tues.	10/24	--	
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Wed.	10/25		STAFF REVIEW: Comments/questions based on OFM review with Chair and Administrator
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Thur.	10/26	--	
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Fri.	10/27	--	
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Mon.	10/30	--	
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Tues.	10/31	--	
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Wed.	11/01		STAFF SUBMIT: <i>FINAL REPORT</i> to Legislature
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Schedule Instructions and Legend

This is a final report preparation schedule based upon phased/section development. Each section contains the following elements, until the very end where it gets adjusted slightly based upon the final TF meeting:

Event Sequence:

- . Issue a draft to members (will build the appendix or list of support documents as we go)
- . Receive comments from members
- . Submit comments to Subgroup (formed to deal with revision/rewrite)
- . Hold Subgroup meeting to revise draft based upon comments
- . If Subgroup is unable to decide what to do with comments/section, conference with TF via telephone
- . Subgroup complete revision following conference call - if held
- . Staff clean up section
- . Submit section to Legislative Relations for pre-read on understandability, etc
- . Receive questions/comments from Legislative Relations after pre-read
- . Submit Legislative Relations' questions/comments to Subgroup
- . Subgroup address Legislative Relation's questions/comments and revise section as indicated
- . Staff finalize section and distribute draft back to membership (becomes a progressive or developing document)
- . Items in *italics* are the topics to be completed.

Color Codes:

- . **Blue** signifies the beginning of each topical section
- . **Red** signifies the end of each topical section
- . **Green** signifies a Task Force activity (also includes holidays)
- . **Black** signifies all other activities necessary to complete the report.